

To: Viswanathan, Krishna[Viswanathan.Krishna@epa.gov]
From: McKaughan, Colleen
Sent: Tue 8/25/2015 3:04:28 AM
Subject: FW: AMC/MCAQD Air Quality Conference Update

Hi, Krishna,

Would you be interested in doing this presentation?

Colleen

From: Phil McNeely - AQDX [mailto:PhilMcNeely@mail.maricopa.gov]
Sent: Monday, August 24, 2015 5:04 PM
To: McKaughan, Colleen
Subject: RE: AMC/MCAQD Air Quality Conference Update

Wow, that should be a great trip and what a great service your daughter is doing. I'm sorry about the timing.

Do you think Deborah Jordan will be back from DC and willing to speak? If not Deborah, do you have any recommendations?

Philip A. McNeely, Director

Maricopa County Air Quality Department

1001 North Central Avenue, Suite 125

Phoenix, Arizona 85004

(602) 506-6443

From: McKaughan, Colleen [<mailto:McKaughan.Colleen@epa.gov>]
Sent: Monday, August 24, 2015 4:56 PM
To: Phil McNeely - AQDX
Subject: RE: AMC/MCAQD Air Quality Conference Update

Hi, Phil,

Unfortunately, this year I will be overseas. My daughter is with the Peace Corps in Africa and we are visiting her midway through her tour. I'm so sorry to miss the conference – I always enjoy it!

Thanks for inviting me,

Colleen

From: Phil McNeely - AQDX [<mailto:PhilMcNeely@mail.maricopa.gov>]
Sent: Monday, August 24, 2015 4:36 PM
To: McKaughan, Colleen
Subject: AMC/MCAQD Air Quality Conference Update

Hi Colleen,

We have scheduled our annual air quality conference for November 6. Are you available to give an EPA update – probably 30 minutes. We are just now planning the Agenda, so depending on your availability, we could schedule you either in the morning or afternoon. It would be nice if you could attend the entire conference though.

I hope you can make it.

Thanks.

Philip A. McNeely, Director

Maricopa County Air Quality Department

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From: Reeve, Amanda [<mailto:areeve@swlaw.com>]
Sent: Friday, August 21, 2015 12:49 PM
To: Phil McNeely - AQDX; Michael Fulton - AQDX; Mark Hubbard - AQDX
Cc: Erica Wrublik ; Cylee Gutting; Narducci, Lucas
Subject: AMC/MCAQD Air Quality Conference Update

Good Morning, Folks!

This is just a quick e-mail to let you know that SRP's Jason Baran has confirmed that the PERA Club, Desert View Room has been officially reserved for November 6, 2015 from 7:00 AM - 4:00 PM. The actual event will roughly be from 7:00 AM – 3:00 PM.

Official AQ Conference “Save the Date” Details are as follows:

<u>Location:</u>	SRP PERA Club Desert View Conference Room 1 E. Continental Dr. Tempe, AZ 85281
<u>Date:</u>	Friday, November 6, 2015
<u>Time:</u>	7:00AM - 3:00PM

The basic timeline of the event is as follows:

<u>Event Timeline:</u>	7:00 AM	Registration
	7:45 AM	Welcome Remarks from AMC & MCAQD
	7:50 AM	Welcome Remarks from MCBOS
	8:00 AM	First Presenter/Panel
	3:00 PM	Closing Remarks

This timeline allows us to maximize our time for the substantive content. As we develop our agenda, we will have a better idea of where to place the snack and lunch breaks.

AQ Conference Graphic:

It was discussed in yesterday's meeting that we all would like to get the AMC's graphic for the 2015 AQ Conference so that we can begin marketing and notifying potential attendees of the event. Cylee is on vacation this week, but will be back in the office on Monday and said he will immediately begin working on putting together a graphic for this year's conference. He will have it to MCAQD as soon as possible next week per the request made yesterday.

Welcoming & Closing Remarks:

At 7:45, the emcee, Steve Macias (AMC Chair or another AMC representative) and Dir. Phil McNeely will go up to the podium. The emcee will ask everyone to take their seats and then quickly introduce Macias & McNeely ("Everyone, please be seated and join me in welcoming Dir. Phil McNeely with the Maricopa County Air Quality Department and Steve Macias, the Chair of the AMC and the President and CEO of Pivot Manufacturing to the stage"). Macias & McNeely will both provide brief welcoming remarks, which include Macias giving recognition of all the event sponsors as well as all elected officials in attendance; and McNeely introducing the MCSup who will be giving the opening/welcoming remarks.

Supervisors Andy Kunasek and Clint Hickman will providing welcoming and closing remarks - *upon confirmation from their offices.*

Phil - Kunasek's assistant, Nellie, called me this morning, so I asked her if she could check Andy's availability for Nov. 6th. As of right now, Andy has nothing on his calendar. I told her that you said you would be sending Andy and Clint e-mails asking them both to speak at the conference. Nellie said she will be looking for the e-mail to make sure it gets in front of Andy right away so that she can lock the date down on his calendar. So, it might be a good idea to send that e-mail today since Nellie is now aware of its impending arrival.

Conference Emcee:

The Emcee will be responsible for getting the audience to their seats, making the introductions, and keeping the event moving forward smoothly and timely. Since we know we are going to have a fairly packed agenda, the latter part is going to be especially important. So, we will need to make sure to tell our presenters and moderators to pay attention to the emcee to make sure they wrap in time; and the emcee will need to make certain to keep everything on schedule.

I have emceed events before and rather enjoy doing it, so I am happily volunteering to take on this role unless someone else wants to do it or has other suggestions. All options are open.

Confirmation of Assignments:

Phil – Contacting Kunasek and Hickman regarding the welcoming/closing remarks

Phil – Contacting Colleen McKaughan regarding EPA Update Presentation

Mark – Working to nail down MCAQD panels/presenters/topics

Amanda – Working to nail down the non-MCAQD panels/presenters/topics

ADEQ:

I just received confirmation from Eric Massey that he is available to attend and happy to present on November 6th.

I think this about covers everything we discussed yesterday as well as the current updates.

Amanda A. Reeve

Environmental and Regulatory Policy Advisor

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